



U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: **December 7, 2009**
CLOSING DATE: **December 11, 2009**

Vacancy Announcement #: **AF-RCC-30-09-208**

Assistant Manager for Field Operations (AMFO)
AD-0301-00

Pay Rate: \$14.75 per hour

NUMBER OF POSITIONS: Few

Come join the Census Team, where every one counts. The Census Bureau produces quality data that helps Americans better understand our country. We are seeking individuals that represent the communities in which the local Census office serves. The Census Bureau values diversity. If working in an environment that values your individuality and diversity, appeals to you, then the Census Bureau is the place for you. Come join the Census Team, where everyone counts.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to-Exceed date of 9/25/2010. May be extended beyond 9/25/2010 if agency needs arise.

AREA OF CONSIDERATION: Dallas Regional Census Center, Local Census Centers (Edinburg, Texas). Applicant must live within 50 miles of the area of consideration and the County and Zip Code in which the Local Census Office services.

TEXAS:

- **Edinburg, TX - \$14.75**

WHO MAY APPLY: Any Current Census Employee residing within the area of consideration.

- **Applicant must specify the Location (Texas) and County where you currently live.**
- Applicant **must** submit an OF-306 with the application. Please visit OPM website: http://www.opm.gov/forms/pdf_fill/of0306.pdf
- Applicant must submit an **Evaluation Criteria Narrative** (KSA's) described in this announcement with your application package.

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

DUTIES:

Assistant Manager for Field Operations (AMFO): Responsible for the direct supervision of 10-15 Field Operations and Office Operations supervisors and the indirect supervision of approximately 400-600 crew leaders and enumerators, at peak operation, who work outside the ELCO/LCO. Incumbent is responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary. Directly supervises the activities of Field Operations Supervisors. Determines assignment areas for data collection activities.

Manages material and assignment preparation for all field operations in their control. Responsible for the activities of the entire field workforce and several office workers during all field operations under their control. Responsible for the completion of field work in a timely and cost efficient manner. Assures that specific levels of quality and progress of field operations are being met through analysis of various computer generated reports and observation. Takes necessary corrective action to achieve goals. Acts as the principal technical advisor on field operations in the ELCO/LCO, answering inquiries from the Office Manager, and Field Operations Supervisors. Responsible for the successful completion of all assigned field operations. Will supervise enumerators and or crew leaders, in smaller field operations, when no Crew Leader or Field Operations Supervisor is authorized.

QUALIFICATIONS: To qualify for the Assistant Manager for Field Operations position, all applicants **MUST:**

- 1) Pass a written supervisory test. **CALL 1-866-861-2010** to schedule a time and place to take the supervisory test. The application process will be explained at the time of testing if you are unsure how to apply. Testing must be completed by the close of business on December 17, 2009 and applications must be received by the close of business (COB) of the closing date in the announcement. **If you have already taken the supervisory test, you need not take the test again, but you will need to apply for the position.**

AND

- 2) Have at least the minimum experience in each of the three areas contained in the **Evaluation Criteria Statement** below. Your experience for all three must be at least at the level described as "c" in the Evaluation Criteria Statement for the position. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full. **The Evaluation Criteria can be found at the end of this announcement.**

How To Apply:

You must submit your application so that it will be POSTMARKED by the closing date of the announcement.

Each application must consist of the following 3 documents:

- **(1) A completed Application; Optional Application for Federal Employment (OF-612) OR a resume, listing your work duties and accomplishments relating to the job for which you are applying.**
- **(2) The Evaluation Criteria Statement responding to each question.**
- **(3) Declaration for Federal Employment (OF-306).**

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Vacancy Announcement number, and title.
- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- **Veteran's Preference** - Applicants claiming 10-point veterans' preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs dated 1991 or later) and the latest copy of the DD-214 (Member 4), Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 (Member 4) to receive preference. For more information on Veterans' Preference, visit OPM website: <http://www.opm.gov/veterans/html/vetguide.asp>
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Individuals with a disability may request reasonable accommodations by calling 214-267-6900 or 1-800-563-6499.

APPLICATION DEADLINE: All applications must be **POSTMARKED** by the closing date of the Vacancy Announcement. Applications **postmarked** after this due date will not be considered. **Application packages submitted by Fax or E-mail will not be accepted.** Submit all applications to the address listed below:

**Bureau of the Census
Dallas Regional Census Center
2777 North Stemmons Freeway, #200
Dallas, TX 75207
ATTN: Brendan P. Haymaker, Human Resources Specialist**

CONDITIONS OF EMPLOYMENT:

Payment of relocation expenses IS NOT authorized.

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- If an applicant is selected for a position, it will remove the applicant from consideration for all positions for which they have applied for within the office.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- **ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

For further information on this vacancy you may contact, Brendan P. Haymaker, Human Resources Specialist at 214-267-6900 or 1-800-563-6499.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**1(800) 563-6499
TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, RELIGION, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

To be considered, applicants must complete the form below addressing each of the following and submit with application.

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR FIELD OPERATIONS	
COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. PLEASE do NOT cut and paste your resume into the Evaluation Criteria. 3. Please use additional pages if you need more room. Identify appropriately.
<p>1. Please select the answer that best describes your experience managing time-critical production or quality control operation. (Select only one answer for Question 1 and circle the appropriate letter.)</p> <p>a. As my primary responsibility, I have experience with all of the following: managing a staff of 50 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); managing employees who worked in multiple geographic locations; and analyzing budget, quality, and production data reports in order to identify problems and implement corrective actions.</p> <p>b. As my primary responsibility in a former position, I have experience with both of the following: managing a staff of 20 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); and analyzing budget, quality, and production data in order to identify problems and implement corrective actions.</p> <p>c. I have experience with both of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and using various management reports to identify problems and recommend or implement corrective actions.</p> <p>d. My experience is less than what is described above.</p>	<p>Response must support answer circled in Column A.</p>

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR FIELD OPERATIONS**

COLUMN A

2. Please select the answer that best describes your experience in training, developing, and disciplining employees. ((Select only one answer for Question 2 and circle the appropriate letter.))

a. I have experience making critical personnel decisions for a staff of at least 50 people. Specifically, for this office, I was responsible for all of the following: training, evaluating, promoting **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I was directly responsible for promoting employees **and** I have been responsible for the termination/firing of employees.

b. I have experience making critical personnel decisions for a staff of at least 20 people. Specifically, I was responsible for all of the following: training, evaluating **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I have been responsible for the termination/firing of **at least one** employee.

c. I have experience making critical personnel decisions for a staff of at least 10 people. Specifically, I was responsible for all of the following: training, evaluating **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates, but I did not have to fire/terminate an employee.

d. My experience is less than what is described above.

COLUMN B

Response must support answer circled in Column A.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR FIELD OPERATIONS**

COLUMN A	COLUMN B
<p>3. Please select the answer that best describes your experience demonstrating the ability to establish effective working relationships with organizations with unique cultural, community, religious or other characteristics. (Select only one answer for Question 3 and circle the appropriate letter.)</p> <p>a. I have experience establishing working relationships with diverse <u>cultural, community, religious, or other nongovernmental organizations</u> to gain support or participation in organizational programs. This experience included preparing and giving speeches and/or presentations to these unique organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>b. I have experience establishing working relationships with organizations outside of my place of employment to gain support or participation in organizational programs. However, these organizations were not diverse <u>cultural, community, religious, or other nongovernmental organizations</u>. This experience included preparing and giving speeches and/or presentations to these organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited primarily to <u>internal</u> customers within my organization. This experience included preparing and giving speeches and/or presentations to these internal customers.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>